

CENTRAL INTELLIGENCE AGENCY
WASHINGTON 25, D. C.

Applicant Information
Sheet No. 1

To all persons applying for employment
with the Central Intelligence Agency:

This paper is the first step in applying for employment or consultant status with the Central Intelligence Agency. No application may proceed beyond this first step if the applicant is not in agreement with the conditions stated below:

General Considerations:

1. The National Security Act of 26 July 1947 (Public Law 253, 80th Congress) which created the Central Intelligence Agency places upon the Agency the responsibility:

a. "to advise the National Security Council in matters concerning such intelligence activities of the Government departments and agencies as relate to the national security;

b. "to make recommendations to the National Security Council for the coordination of such intelligence activities of the departments and agencies of the Government as relate to the national security;

c. "to correlate and evaluate intelligence relating to the national security, and provide for the appropriate dissemination of such intelligence within the Government . . . ;

d. "to perform, for the benefit of the existing intelligence agencies, such additional services of common concern as the National Security Council determines can be more efficiently accomplished centrally;

e. "to perform such other functions and duties related to intelligence affecting the national security as the National Security Council may from time to time direct."

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The special character of this national responsibility requires the Agency to maintain correspondingly special employment criteria which may be different from the routine or normal employment standards of other Government departments and agencies which do not have the highly sensitive responsibility borne by the Central Intelligence Agency. It follows that the investigation of applicants prerequisite to their acceptance is a time-consuming process which, in addition to loyalty and security checks, includes evaluation of competence, physical and emotional fitness, and availability of a suitable position at such time as employment may be offered. This is called "clearance" of an applicant.

2. Investigation of an applicant may reveal something which prevents his clearance - perhaps something of which the applicant is genuinely unaware, perhaps something which only the special employment criteria of the Agency make unacceptable. In any event, adverse findings by the Agency are conclusive and final so far as the Agency is concerned, and no statement of specific reasons is made to the applicant.

3. Employment by the Central Intelligence Agency is not a right upon which an applicant can insist. Offer of employment which is subject to full clearance does not constitute a commitment on the Agency's part giving an unsuccessful applicant grounds for any claim against the Agency. Acceptance of employment upon the condition of clearance is at the applicant's risk, taken with the knowledge that a very substantial percentage of applicants are not cleared.

Statement of Understanding
and Agreement

I have read, understand, and agree to the foregoing General Considerations. If not accepted for employment by the Central Intelligence Agency, I will make no claim or demand in conflict with those considerations.

I have also seen and read Applicant Information Sheet No. 2.

(Signature of Applicant)

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Applicant Information
Sheet No. 2

In accordance with its special national responsibilities the Central Intelligence Agency is obliged to judge carefully the suitability of each person applying for a position in the Agency. To assist in this determination, a loyalty, background, and character investigation is conducted which includes, but is not limited to, inquiries designed to determine whether the individual:

- is of questionable professional competence
- is of questionable character, discretion, and trustworthiness
- has deliberately omitted or falsified significant information requested by or on official forms and questionnaires
- is or has been emotionally unstable
- is of questionable physical fitness
- is or has been addicted to alcohol or narcotics
- is homosexual
- has been guilty of committing a felony
- is or has been a member of an organization cited by the Attorney General pursuant to Executive Order No. 9835.
- supports or has supported any other organization, group, or movement having objectives inimicable to the interests of the United States
- has engaged in acts of disloyalty, treason, sabotage, espionage, or sedition against the United States.

In the event an applicant is in doubt as to whether anything in his background may disqualify him, he is at liberty to consult a Security, Medical, or Personnel Officer of the Agency and discuss the matter in strict confidence before proceeding with his application.